



**Minutes of the Meeting of the Town Council
held on Wednesday 24th January 2024 at 7.30pm
in the Green Room, Memorial Hall**

Present: Cllrs: Gary Harrison (in the chair), Liz Reason, Peter Kenrick, Frances Mortimer (late arrival), Janet Burroughs, David Green, Tony Merry, Nick Potter, Gareth Epps, County Cllr Liz Leffman, District Cllr Andy Graham, **Town Clerk:** Lisa Wilkinson, 8 members of public.

- 1. Apologies for Absence** were received from James Styring, Claire Wilding and Emily Algar.
- 2. Declarations of Interest:**
 - Peter Kenrick and Gary Harrison declared an interest in item 13c. -to consider appointment of Thomas Gifford Trust trustee.
 - Janet Burroughs declared an interest in item 7a. - to receive payment schedule and authorise payments and item 8a. - to consider proposal for the co-ordination of Charlbury market for 2024.
- 3. Contributions from members of public**
 - Business owner spoke about parking in the town centre, especially issues with customers of the Bull and the Bell. An increase in the attendance of a traffic officer is welcomed but will not solve the problem.
 - Residents raised issues with the parking at the Bell.
- 4. To receive minutes from the Town Council meeting** dated 13th December 2023
These were received and signed as a true record.
- 5. Matters arising from the Minutes** (not elsewhere on the agenda)
 - Following an ecologist visit there have been minor changes made to the river clearance work at Mill Field.
 - Response from WODC about the Walkers are Welcome funding bid: the District Council would like the initiative to include digital elements, a comprehensive list of walks, highlighting businesses on routes, collaboration with Daylesford, include information about local transport provision, funding opportunities and update the Walkers are Welcome and any other relevant websites. Further work will be carried out on this.
- 6. Traffic**
 - a.** To receive minutes from Traffic Committee meeting held on 17th January and consider recommendations.
Gareth Epps reported.
Recommendations are:
 - Volunteers are recruited to help with the Speedwatch initiative.
 - Investigate viability of traffic calming on Park St
 - To accept the installation of bollards and to keep the matter of a 30mph limit under review on Fawler Road.
 - Engage with businesses to encourage active travel and car sharing.
 - Engage with the surgery.
 - Research viability of station shuttle bus if funding can be identified.
 - Talk to cricket club and bowls club about use of their car parking space during the tourist season.
 - Review of Spendlove Centre parking (with WODC).
 - Investigate if there is demand for a controlled parking zone in certain areas of town.



- Request any available (traffic) data from the active travel officer working on the LCWIP.
- Investigate potential car park sites.

Peter Kenrick requested that the Walkers are Welcome relaunch to be included when approaching businesses.

These were all accepted as areas to carry out further work on. It was agreed to set up a working group to take forward these recommendations. The working group will consist of Gary Harrison, James Styring, Gareth Epps, David Green, Frances Mortimer, Liz Reason, Ashley Beighton (Peter Kenrick- Walkers are Welcome only).

- b. To consider purchase of access to the web-based platform to enable download of data from the Speed Indicator Device at cost of £250 every two years.

The first two-year access has been included in the purchase of the SID. It was agreed to continue with this access at the cost of £250 every two years, with the next instalment due in 2026.

- c. To consider request from Speedwatch co-ordinator to fund Microsoft 365 at cost of £59.99.

This was refused as the Council is unable to pay for personal software and fund individuals.

- d. To consider cost of printing posters to advertise £2 bus fares.

It was **resolved** to print posters up to the cost of £30.

7. To receive reports:

- a. County Council

Liz Leffman reported:

- Traffic officer presence will be increased, especially at weekends.
- The Bell could add their parking facility to their website.
- A meeting is being held with GWR on Thursday 25th January to discuss Community Rail Partnership (looking after the station). Cllr Leffman will also raise the issues of parking and a potential rail shuttle bus.
- The Government has allocated extra funding to the Council to help balance the budget
- OCC has launched its electric bus fleet in Oxford consisting of 159 buses. Tour buses around Oxford are also electric.

- b. District Council

Andy Graham reported:

- The Bull needs to move forward from its planning issues. WODC wants to support the Bull as a local pub. One of the policies in the proposed Local Plan is to save pubs.
- WODC has requested a £5 increase on the precept.
- It is starting to fill the deficit in provision for young people.

8. Finance and Administration

- a. To receive payment schedule and authorise payments (see **Appendix 1**)

These were **resolved** and authorised by Tony Merry and Gary Harrison

- b. To authorise quarterly bank reconciliations

These were authorised by David Green

- c. To receive actual vs budget report for quarter 3 of financial year 2023-24

This was received.

- d. To consider request for ad hoc funding from Charlbury Guides

An ad hoc grant of £100 was requested by Charlbury Guides to enable them to take up archery lessons in the Spring. It was **resolved** not to agree to this as not enough information or criteria on meeting the community objectives have been provided.



- e. To consider request for £26.83 by Cotswold Wardens to purchase materials to construct three steps on Gateway Walk 1

A tonne of stone has been donated by Conygree Farm. The Cotswold Wardens have purchased two large bags of local gravel at £126 funded by Wild Oxfordshire. A donation has been received of a truck load of wood chippings by JAG Timber.

It was **resolved** to grant this.

9. Food

- a. To consider proposal for the co-ordination of Charlbury market for 2024

Feedback from last year's market stallholders and a description for the proposed market co-ordinator were received. Following an amendment to the role to be described as self-funding, the clerk will publicise it and ask for expressions of interest.

10. Amenities

a. Allotments

- i. To consider proposal that the TC should write to Defra to request that conditions be placed on Defra's agreement to the loss of allotments at Evenlode Close, so that replacement allotments can be provided in future.

It was **resolved** that the Council would write to Defra to ensure that allotment plots were not lost due to the rebuild of Evenlode Close plots.

b. Cemetery

- i. Reservation stones

Several reservation stones, purchased by the owners of cemetery plots have gone missing. The police have been informed and the grass contractor alerted.

- ii. Repair of lych gate

The supporting woodwork on both sides of the gate is rotting and should be replaced. The clerk has requested a quote as a starting point to the process. It was agreed to continue with this.

c. Centenary Wood

- i. To receive update from the Cotswold Wardens

Work carried out by the Wardens recently:

- They are continuing to fell Ash that is diseased and dying/dead.
- They have finished coppicing old hazel and are now supplying the Wychwood Forest Trust's hedgelaying group with material.
- They have started to reduce the yews as part of rewidening the Ride
- Rides- these have been partially mowed and invading trees cut back. Hopefully this widening will spread the wear and tear from walkers.
- Blackthorn - ongoing cutting so as to slow its spread.
- Dead hedges. To date brash from the above activities has been put into newly created dead hedges rather than being burnt.

d. Ticknell Piece

- i. To agree a date for the next Ticknell play park and skate park clear up of Sunday 17 March

This was **resolved**.

- ii. To agree expenditure of up to £30 so that volunteers can replace the gate spring at Ticknell playpark.

This was **resolved**.

e. Mill Field

- i. To note slight modification to plans for tree work at the river.

See matters arising.



11. Engagement

- a. To consider proposal for Councillor surgeries

Following four trial surgeries between September and December 2023 which were well-attended (especially those situated at the market), it was agreed to continue to hold them every two months until the end of this Council (April 2024). The initiative will then be revisited. They will be held in February and late March.

- b. To consider draft town survey and agree cost of printing town surveys at £170.

More work is required on the survey. It will be brought to the February TC meeting.

12. Nine Acres Management Committee

- a. Trustees to sign CCLA Charity Deposit Account paperwork to confirm change of Treasurer

It was **resolved** that Cllrs Gary Harrison and Liz Reason will sign the bank paperwork to transfer the role of treasurer to Nick Bancroft.

13. Community

- a. To consider arrangements for the Annual Parish Meeting

Initial discussions are taking place about the format of this year's APM to be held on 15th March 2024. This will be the second APM within the current financial year therefore the budget has already been spent. A budget of £500 was **resolved**, to be taken from underspent administration budget headings.

- b. Arrangements for Honoured Citizen Awards

The following timetable was agreed:

- Nomination deadline Monday 19th February
- Award panel meeting 7:30pm on Monday 26th February before the Planning meeting
- Confirm awards at February TC meeting on Wed 28th February
- Awards presented at the APM on 15th March

Note: budget as per item 13a above. It was **resolved** that a virement of £200 would also be moved from administration budget headings.

- c. To consider appointment of Thomas Gifford Trust trustee

The TC **resolved** to nominate Erica Benka as trustee to Thomas Gifford Trust. Thanks were given to Tanya Stevenson for all her hard work over the last ten years, who is now stepping down as a trustee.

14. Correspondence

- Resident has requested that an outstanding offer for GWR to complete a proper survey of car movements and parking be actioned.
- Correspondence from Oxfordshire Neighbourhood Plan Alliance noted.

Meeting closed: 9.15pm

Appendix 1

Payment Schedule

- a. Payments received:

Charlbury Bowls Club	Bowls Club rent	£77.25
Banbury Memorials	Memorial fees	£185.00
HMRC	VAT refund Q3 2023 2024	£1,552.29

**b. Payments to be authorised:**

Lisa Wilkinson	Clerk's January salary, allowance & expenses	£2,209.42
Nest (direct debit)	Clerk's pension	£150.71
Halcyon Honey Farm	Christmas tree at museum	£45.00
Sign Wizzard	Community Speedwatch signs x 2	£290.73
Corner House & WMH CIO	December room hire	£55.00
Fasthosts (multipay card)	Email account	£9.34
ElanCity	Speed Indicator Device	£3,499.99
Zurich Municipal	Local Council insurance	£2,557.53
Castle Water	Cemetery Water supply	£8.99
Castle Water	Allotment water supply	£12.72
B&Q (repay D. Lewington)	Cable ties for SID	£11.97
Walkers are Welcome	Annual subscription	£70.00
Michael Oliver	Nine Acres grass cutting - September 2023	£252.00
Michael Oliver	Nine Acres grass cutting-	£252.00
PWLB	Loan repayment – extension to sports pavillion	£2,182.84

c. Charlbury Town Council balances

To 31st December 2023	
Unity Trust Current Account	£69,422.97
Unity Trust Instant Access Account	£20,583.76